



DEPARTMENT OF THE NAVY
COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

Canc frp: Jan 13
IN REPLY REFER TO
COMTRAWINGFIVENOTE 1301
Code N1
14 Aug 12

COMTRAWINGFIVE NOTICE 1301

Subj: TRAINING AIR WING FIVE PRIMARY/COLLATERAL DUTY ASSIGNMENT BILL

Ref: (a) OPNAVINST 3120.32C

Encl: (1) Primary Duty and Staff/Special Assistant Assignments
(2) COMTRAWING FIVE Boards and Committees
(3) NAS Whiting Field Boards and Committees
(4) COMTRAWING FIVE Collateral Duties

1. Purpose. To promulgate, per reference (a), assignment of primary duties and Staff/Special Assistants, enclosure (1); board and committee assignments, enclosures (2) and (3); and collateral duty assignments, enclosure (4).

2. Assignment. Duty assignments are normally made in an interview with the Chief Staff Officer (CSO). This notice constitutes official assignment and notification of all duties as mandated by standard organizational regulations from higher authorities and command directives. Normally upon billet turnover, the relieving officer assumes the collateral duties of the officer being relieved. Deviations from this rule shall require CSO authorization.

3. Responsibilities. Members of boards and committees are individually responsible for determining the date and time of all scheduled meetings.

4. Cancellation Contingency. This notice supercedes COMTRAWINGFIVENOTE 1301 of 12 Apr 2012. This notice is effective upon receipt.

A handwritten signature in black ink, appearing to read "E. O. Seib", is located below the text of the notice.

E. O. SEIB
By direction

PRIMARY DUTY AND STAFF/SPECIAL ASSISTANT ASSIGNMENTS

(Primary duties and Staff/Special Assistant assignments are in accordance with SORM and Command Directives)

<u>OFFICE CODE</u>	<u>RANK/NAME</u>	<u>OFFICE PHONE</u>	<u>PRIMARY BILLET</u>	<u>STATUS</u>
N00	Col James Grace	7555	Wing Commander	PERM
N01	CAPT James J. Fisher	7555	Deputy Commander	PERM
N02	CDR Eric Seib	7555	Chief Staff Officer	PERM
N002S	Ms. Angela Johnson	7555	Secretary	PERM
N00B	LTJG Jason Hart	7211	Chaplain	PERM
N00C	NC1 Gwendolyn King	7761	Command Career Counselor	ADDU
N00D	LT William Connolly	7865	Drug and Alcohol Program Analyst	ADDU
N00E	YN1 Babatina Ramsey	7149	Command Managed Equal Opportunity Program Officer	PERM
N00F	LCDR Milton Knudsen	7149	Command Fitness Coordinator	PERM
N00I	LT Ian Fisher	7659	Command Urinalysis Coordinator	PERM
N00IA	LTJG Donald McNurlin	7186	Assistant Urinalysis Coordinator	STASH
N00J	Mr. Dennis Fitzpatrick	7704	Legal Officer Liaison	PERM
N00M	CAPT Rob Reuer	7151	Senior Flight Surgeon	PERM
N00P	LCDR Greg Siler	7070	Public Affairs Officer	ADDU
N00R	CDR Jay Vannice	7453	Commander, TW-5 Reserve Component	PERM
N00R1	CDR Christopher Orłowski	7154	Operational Support Officer, TW-5 Reserve Component	PERM
N00R11	YN1 Babatina Ramsey	7780	LPO/Assistant OSO	PERM
N00Z	Ms. Candace Vanwhy	7101/02	Meteorological Officer	ADDU

<u>OFFICE CODE</u>	<u>RANK/NAME</u>	<u>OFFICE PHONE</u>	<u>PRIMARY BILLET</u>	<u>STATUS</u>
N01D	Mr. Mike Redman	861- 3763	Comptroller, CNATRA	ADDU
N01M	LtCol Douglas Scott	7147	Senior Marine	PERM
N02S	Ms. Kathleen White	665- 6170	Management Services Officer	PERM
N02W	LT Ian Fisher	7650	Senior Watch Officer	PERM
N1	Mr. Dennis Fitzpatrick	7704	Administration Officer/Security Manager	PERM
N1A	Mr. Joe Veasley	7161	Admin Office Lead/Security Clerk/Facility Manager	PERM
N1A1	Ms. Collette Martin	7162	Travel Coordinator/Awards Clerk	PERM
N1A2	Ms. Corrine Wihela	7163	Correspondence/Leave Clerk	PERM
N12	LCDR Troy Sallee	7060	Navy Community Service Officer	PERM
N13	Mr. Kerry Rivers	7753	Property Manager	PERM
N13A	Mr. Gary Anctil	7807	Supply Technician	PERM
N15	Mr. David Gagnon	7766	Resource Manager	PERM
N16	Ms. Pam Smith	7765	Financial Management Tech/SLCADA Customer Svc Rep	PERM
N17	Mr. Leon Elder	7229	Financial Management Tech/GTCC APC	PERM
N3	LtCol Douglas Scott	7147	Operations Officer	PERM
N3A	LT Christian Hansen	7149	Asst Operations Officer N. Field	PERM
N3C	LCDR Stephen Baugh	7065	Asst Operations Officer S. Field	PERM
N31A	LCDR Christopher Stersic	7056	T-6B Stan Officer/FITU IP	TAD
N31B	LCDR Bobby Dempsey	7480	T-6B NATOPS/Evaluator/FITU IP	TAD

<u>OFFICE CODE</u>	<u>RANK/NAME</u>	<u>OFFICE PHONE</u>	<u>PRIMARY BILLET</u>	<u>STATUS</u>
N31C	Capt Brock Houghton	7522	TH-57 Stan Officer	TAD
N31D	Capt Casey Hager	7047	TH-57 NATOPS Officer	TAD
N31E	LCDR James Lewis	7296	Government Flight Representative	TAD
N32	LtCol Trevor O'Day	7273	FITU Officer in Charge	TAD
N32S	Ms. Jan Culton	7273	FITU Admin Support	PERM
N33	LCDR Jamie Rauscher	7674	HITU Officer in Charge	TAD
N33S	Ms. Lisa Bastien	7927	HITU Admin Support	PERM
N34	LCDR Scott Bell	7892	TH-57D Transition Officer	PERM
N35	LCDR Scott Sowles (Corpus)	7056	JPATS Officer	PERM
N36	Sgt Ceciley Crowley	7547	MATSG-21 DET Admin	PERM
N36A	LCpl Irving Rosas	7546	MATSG-21 DET Admin	PERM
N4	LT Elliott Youngblood	7140	OIC, CNATRA DET	ADDU
N4A	Mr. Mike Harris	7548	Deputy OIC, CNATRA DET	ADDU
N5	Mr. Monty Willis	7139	Plans and Stats Officer	PERM
N5A	Mr. Kevin Barker	7054	TG Rotary NAPP Officer	PERM
N5B	LCDR James Lewis	7296	TG Primary NAPP Officer	PERM
N51	Mr. Don Fisher	7069	Wing Analyst	PERM
N51A	Mr. Mike Giron	7345	TG Rotary Analyst	PERM
N51B	Mr. Rob Hartley	7906	TG Primary Analyst	CONTR
N51C	Ms. Barbara Seward	7053	Data Manager	PERM
N51D	Ms. Joan Bowen	7837	CETARS Analyst	CONTR
N52	LCDR Troy Sallee	7060	Student Control Officer	PERM
N52S	Ms. Sharon Slaughter	7058	Student Control Admin Support	PERM
N52S1	Ms. Destiny Creel	7059	Student Control Clerk	PERM

OFFICE CODE	RANK/NAME	OFFICE PHONE	PRIMARY BILLET	STATUS
N52A	Mr. Dennis Miller	7061	International Military Student Officer (IMSO)/Asst Student Control Officer	PERM
N53A	Mr. Mark Piveral	7693	TIMS Administrator	PERM
N53B	Mr. Jason Shipley	7617	TIMS Administrator	PERM
N6	Mr. Robert Fast	7386	ACTR	PERM
N61	Mr. William Wallace	7364	Information Systems Officer	PERM
N7	Mr. Scotty McMillan	7517	Academic Training Department Head	PERM
N7S	Ms. Marsha McKinley	7517	Academic Training Department Secretary	PERM
N71	Mr. Lawrence Mizak	7266	Asst Training Officer/Instructional Systems Spec	PERM
N712	Mr. John Rhone	7048	Flight Support Clerk	PERM
N7A2	Vacant	7650	Book Issue	PERM
N7A3	Ms. Wanda Johnson	7790	Book Issue/ Academic Schedules Clerk	PERM
N7A4	Mr. Vincent Gumbs	7520	Examination Center Proctor	PERM
N73	Mr. Craig D'Ambra	7244	Training Division Director	PERM
N73	Mr. Dan Perkins	7344	Course Training Curriculum Liaison	PERM
N74	Vacant	7251	Flight Support Division	PERM
N8	LCDR Joseph Sorrell	7138	Aviation Safety Officer FW	PERM
N8A	LT Edward Fong	7053	Aviation Safety Officer FW	PERM
N8B	LCDR Philip Haskins	7925	Aviation Safety Officer RW	PERM
N81	LT John Cooke	7925	Aeromedical Safety Officer	PERM
N81A	Mr. Wayne Forbush	7138	Asst. Aeromedical Safety Officer	PERM
N82	LT Aaron Heil	7063	Ground Safety Officer	PERM

COMTRAWING FIVE BOARDS AND COMMITTEES

TRAWING FIVE AIRCRAFT MISHAP BOARD

Promulgated by COMTRAWINGFIVEINST 3750.8F

TRAWING FIVE STANDARDIZATION BOARD
(COMTRAWINGFIVEINST 3740.5N)

Commander, Training Air Wing FIVE (Chairman)
Operations Officer
Aviation Safety Officer
Standardization Officers
Commanding Officers, Training Squadrons
Academic Training Officer
NATOPS Evaluator

TRAWING FIVE NATOPS BOARD
(COMTRAWINGFIVEINST 3740.5N & 3510.2P)

Operations Officer
Aviation Safety Officer
NATOPS Evaluator
NATOPS Instructor for respective aircraft assigned to TRAWING FIVE
Maintenance Officer (non-flying member)

CTW-5/NASWF AVIATION AND GROUND SAFETY COUNCIL
(COMTRAWINGFIVEINST 3750.4G)

Aviation Safety Officer (Chairman)
NASWF Safety Representative
Aeromedical Safety Officer
Squadron Unit Safety/Aviation Safety Officers
Aviation Community Planner
Contractor Safety Officers
BOS Contractor Safety or QA Representative
Public Works Representative
Security Representative
Air Operations Representative/ATC
Maintenance Representative
Fire Department Representative
Natural Resource Representative
Medical Safety Petty Officer
Supply/HAZMAT Representative
Ground Electronics Representative
MWR Representative

AWARDS BOARD
(COMTRAWINGFIVEINST 1650.6K)

Chief Staff Officer (Chairman)
Administration Officer
Operations Officer
Safety Officer
Plans and Stats Officer
Academic Training Officer (ALT)

NAS WHITING FIELD BOARDS AND COMMITTEES

ANTI-TERRORISM/FORCE PROTECTION INSTALLATION WORKING GROUP
(NASWFINST 5530.4 series)

LCDR Baugh (Primary)

DRUG AND ALCOHOL ADVISORY COUNCIL
(OPNAVINST 5350.4 series)

LT Connolly

ENERGY CONSERVATION COMMITTEE
(OPNAVINST 4100.7 series)

LT Fong

FAMILY ADVOCACY COMMITTEE
(OPNAVINST 1752.3 series)

CDR Seib

QUALITY OF LIFE (QOL) BOARD

CDR Seib

SAFETY AND OCCUPATIONAL HEALTH POLICY COUNCIL
(OPNAVINST 3120.32 and 5100.23 series)

SUICIDE PREVENTION COUNCIL

LCDR Leibig

SUPERVISORS' SAFETY AND OCCUPATIONAL HEALTH COMMITTEE
(OPNAVINST 5100.23 series)

TRAFFIC SAFETY COUNCIL
(CNATRAINST 5100.12)

LCDR Sorrell

TRANSITION RELOCATION ASSISTANCE COORDINATING COMMITTEE (TRACC)
(OPNAVINST 1900.2 series)

Mr. Fitzpatrick

COMTRAWING FIVE COLLATERAL DUTIES

Collateral duties are assigned as per local instructions or higher guidance.

BLOOD DONOR PROGRAM COORDINATOR

LCDR Leibig

CASUALTY ASSISTANCE CALLS OFFICER (CACO)
(OPNAVINST 1770.1 Series)

LCDR Dempsey
Mr. Fitzpatrick

COMBINED FEDERAL CAMPAIGN OFFICER

As Assigned

COMMAND FITNESS LEADER
(COMTRAWINGFIVEINST 6110.1G)

LCDR Knudsen

COMMAND MANAGED EQUAL OPPORTUNITY PROGRAMS OFFICER
(COMTRAWINGFIVEINST 5354.8C)

YN1 Ramsey

CTW-5/NASWF SENIOR WATCH OFFICER (SWO)

LT Fisher

ESO/TRAINING OFFICER
(OPNAVINST 1500 Series)

Department Representatives

FAMILY ADVOCACY CASE REVIEW COMMITTEE

LCDR Milton Knudsen

FAMILY CARE COORDINATOR
(DODINST 1342.19 Series)

Mr. Fitzpatrick

FREEDOM OF INFORMATION/PRIVACY ACT COORDINATOR
(SECNAVINST 5720.42 Series)

Mr. Fitzpatrick

GOVERNMENT COMMERCIAL PURCHASE CARD AND AIR CARD AGENCY PROGRAM
COORDINATOR

Mr. Gagnon

GOVERNMENT TRAVEL CREDIT CARD AGENCY PROGRAM COORDINATOR

Mr. Elder (Primary)
Mr. Veasley (Alternate)

HURRICANE EVACUATION CONTROL OFFICER
(COMTRAWINGFIVEINST 3140.1J)

LCDR Baugh

INFORMATION ASSURANCE OFFICER

Mr. Wallace

KEY CONTROL CUSTODIAN

Mr. Veasley

MANAGERS' INTERNAL CONTROL REPRESENTATIVE

Ms. Kathleen White - Wing Coordinator
Mr. Dennis Fitzpatrick - Admin Coordinator
Mr. Monty Willis - Plans and Stats Coordinator
Mr. D. J. (Scotty) McMillan - Academic Training Coordinator
LCDR Rauscher - HITU Coordinator
Lt Col O'Day - FITU Coordinator

MINOR PLANT PROPERTY OFFICER
(COMTRAWINGFIVEINST 7321.1)

Mr. Rivers (Primary)
Department Representatives

MISSING, LOST, STOLEN OR RECOVERED (MLSR) OFFICER
(CNATRAININST 5500.1C)

Security Manager - Mr. Fitzpatrick

NAVY/MARINE CORPS RELIEF FUND DRIVE CHAIRMAN

As Assigned

COMMAND PERSONNEL COORDINATOR
(OPNAVINST 1000.23 Series)

Mrs. Martin (Primary)
Mr. Fitzpatrick (Alternate)
Mr. Veasley (Alternate)
Mr. Miller (Alternate)
Ms. Johnson (Alternate)
Ms. Slaughter (Alternate)
Ms. Wihela (Alternate)

PHYSICAL SECURITY OFFICER
(COMTRAWINGFIVEINST 5530.2A)

LCDR Baugh
Mr. Veasley (Assistant)

POSITION MANAGEMENT OFFICER
(CNATRAINST 5310.1M)

CDR Seib

REFUGE BASE LIAISON OFFICER(S)
(CNATRAINST 3140.4S)

As Assigned

SAVINGS BOND OFFICER

As Assigned

SEXUAL ASSAULT VICTIM ADVOCATE (SAVA)
(OPNAVINST 1752.1 Series)

LCDR Knudsen

SEXUAL ASSAULT PREVENTION COMMAND LIAISON
(OPNAVINST 1750.1 Series)

CDR Seib
LCDR Knudsen

SEXUAL ASSAULT PREVENTION
POINT OF CONTACT (OPNAVINST 1750.1 Series)

LCDR Knudsen

SEXUAL ASSAULT PREVENTION COORDINATOR
(OPNAVINST 1750.1 Series)

LCDR Knudsen

SEXUAL ASSAULT PREVENTION AND RESPONSE DATA COLLECTION COORDINATOR
(OPNAVINST 1752.4 Series)

Mr. Fitzpatrick

SECURITY MANAGER
(OPNAVINST 5510.30 Series)

Mr. Fitzpatrick

ASSISTANT SECURITY MANAGERS
(OPNAVINST 5510.30 Series)

Ms. Duerson, VT2
Ms. Anctil, VT3
Mr. Ledbetter, VT6
Mr. Batzloff, HT8
Mr. Williams, HT18
Ms. Fitzpatrick, HT28

SECURITY CLERK
(OPNAVINST 5510.30 Series)

Mr. Veasley

SPONSOR PROGRAM COORDINATOR
(COMTRAWINGFIVEINST 1750.1G)

CDR Seib
Mr. Fitzpatrick

TACTICAL DIVERSITY OFFICER
(OPNAVINST 5726.8 and SECNAVINST 5354.2 Series)

LT Salley

TELECOMMUNICATIONS OFFICER (Telephones and VTC)

Mr. Gagnon (Primary)

URINALYSIS COORDINATOR
(OPNAVINST 5350.4 Series)

LT Fisher
LTJG McNurlin (Assistant)

VOTING OFFICER

LT Connolly

VICTIMS WITNESS ASSISTANCE COORDINATOR
(SECNAVINST 5800.11 and OPNAVINST 5800.7 Series)

LCDR Knudsen